

ORGANIZATION AND FUNCTIONS  
OF THE  
MEDICAL ASSISTANCE UNIT

The Administrator of the Medical Assistance Unit is appointed by the Secretary of the Department of Social Services with the approval of the Governor of the State of South Dakota. The Administrator is assisted in the general administration of the Medicaid program by two Assistant Program Administrators.

The Medical Assistance Unit is organized into six support units. They are: (1) Claims Processing; (2) Secretarial; (3) SURS; (4) A Pharmacy Consultant; (5) Nurse Consultant; and (6) Program Specialist.

An Administrative Assistant supervises the claims processing function which includes claims entry and other data entry into the MMIS, processing of suspended claims, investigation of provider complaints, handling refunds from providers, conducting provider training sessions, and assisting in mailing warrants to providers.

The Secretarial unit is supervised by an Office Supervisor. This unit is responsible for all secretarial functions within the Medical Assistance Unit including word processing, typing filing, incoming and outgoing mail, telephones, provider enrollment, and miscellaneous duties.

The SURS unit is supervised by a Payment Control Officer and is responsible for the conduct of integrity reviews to detect Medicaid overpayments, miss-utilization, possible fraud/abuse activities, and to recommend changes in the MMIS or policies to avoid problems discovered during these reviews from recurring in the future. Cases may also be resolved by recovery of overpayments, and/or referral to other agencies.

The Pharmacy Consultant is responsible for the review of difficult drug claims, interpretation of State and Federal policies, providing consultation to staff regarding the prescription drug program, and acting as a liaison with the pharmacy providers and association.

The Nurse Consultant is responsible for review and authorization of out-of-state services, monitoring EPSDT services, review of questionable claims, interpreting policies regarding medical questions, and review of program policies and suggest changes as determined necessary.

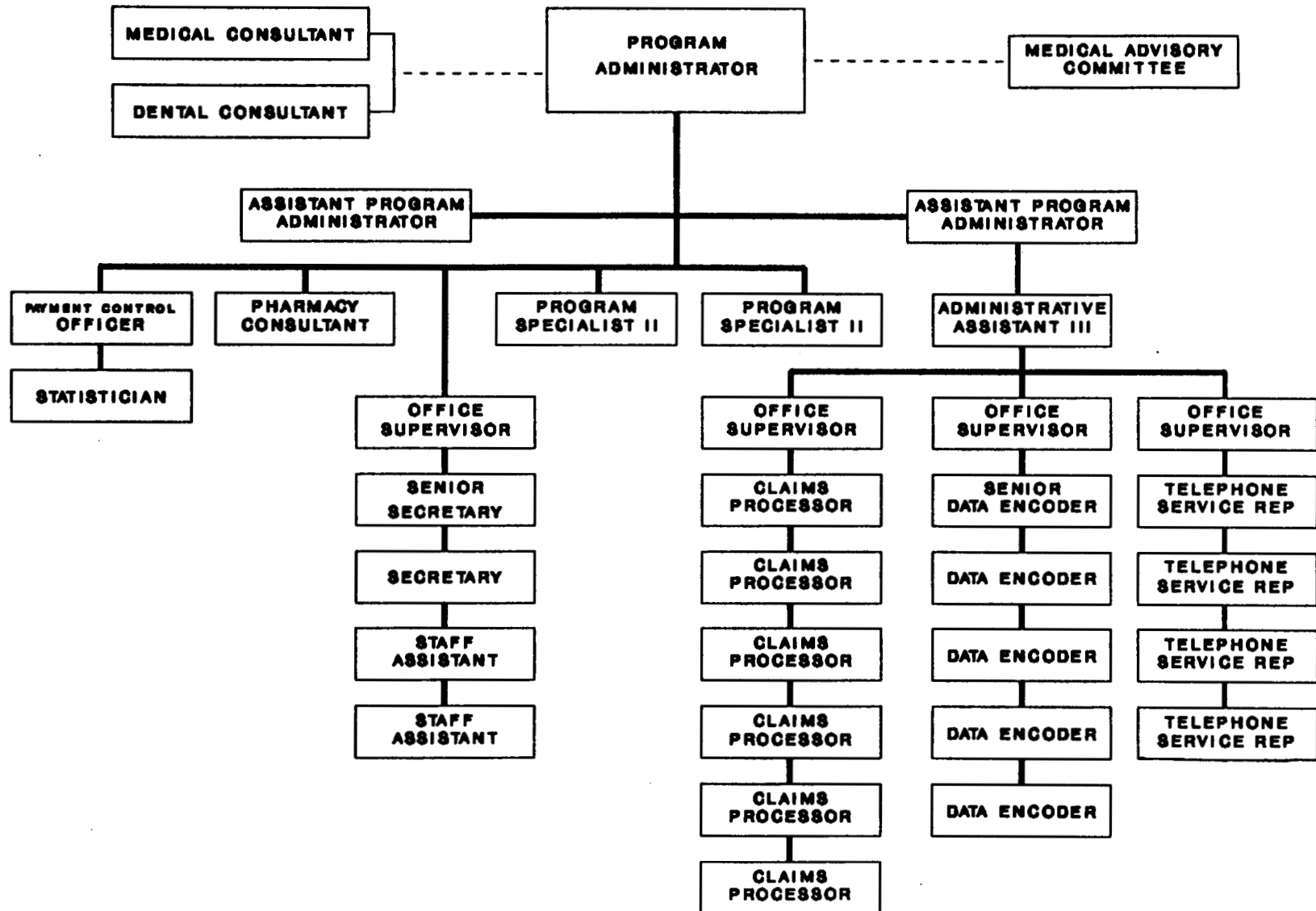
The Program Specialist is responsible for development of corrective action plans, coordinating enhancements to the processing system, liaison activities with the Medicare program, and coordination of efforts to increase the number of electronic media claims received, and establishing improvements in the eligibility subsystem of the MMIS.

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# OFFICE OF MEDICAL SERVICES



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